	APOLLO HOSPITALS, SECUNDERABAD		MOM – 09
			Issue: C
	POLICY ON NARCOTICS AND PSYCHOTROPIC SUBSTANCES		Date: 06-01-2017
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PREPARED BY:		APPROVED BY:	
Dy. Medical Superintendent		Chief Executive Officer	

1.0 Purpose:

To provide guidelines for establishing and maintaining / governing a system to ensure proper storage, handling and distribution of controlled (narcotic) medications.


2.0 Policy on governing Narcotic / Controlled medications:

The hospital dictates the prescribing responsibility and distribution of controlled / semi controlled drugs.

3.0 Procedure for governing Narcotic / Controlled medications:

- 3.1 All controlled drugs shall be stored in a separate double locked cabinet in the medication storage area, under perpetual declining inventory and dispensed only when the Proof of Use Forms (prescriptions) are produced.
- 3.2 The original prescriptions of the narcotic drugs shall be checked for physician name and registration number by the licensed pharmacist. All the issues and receipts of narcotic drugs shall be recorded in a separate log book. Special attention given to use and control of narcotics.
- 3.3 The prescribing practitioner shall be responsible in case the prescription does not conform in all essential respects to the law and regulations.

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3.4 A corresponding liability rests upon the pharmacist who shall honor a prescription that is not conforming to the norms.

3.5 Narcotic and controlled drug prescriptions shall be prescribed on appropriate manual requisition form in duplicate. All blocks in the form shall be completed before prescription is dispensed by the pharmacy where one copy shall be filed for drug inspector reference and the other shall be filed in pharmacy.

3.6 Prescriptions that shall be incomplete, erased or overwritten shall be considered as invalid.

3.7 The remaining medication is discarded in front of two witnesses with their signatures recorded in the register and the empty ampoule shall be sent back to the pharmacy by the concerned floor nurse.

4.0 Responsibility:

Pharmacists, physicians, registered nurses, and pharmacy.

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